

Background:

A proposed Operating Budget to support staff and Council State Plan operations for FY 2018 is behind this tab. This proposed budget assumes that TCDD receives the same amount of funding in FY 2018 as we did in FY 2017.

Our federal agency asks DD Councils to identify state plan activities versus administrative operations (non-state plan). The FY 2018 proposed budget is presented in this format.

The State Plan Budget consists of salaries and benefits and travel of staff time spent on state plan activities. The State Plan Budget also includes all travel for Council members to attend Council meetings. The money spent on hotel space rentals and audio-visual rentals for the Council meetings are also included in the State Plan Budget as well as our NACDD dues.

The Administrative Budget consists of salaries and benefits for staff time spent on administrative functions, operations, contracts, human resources, building leases, printing, etc.

The proposed budget includes salaries and benefits for 17 full-time positions. Two of the positions remain vacant.

The proposed FY 2018 budget identifies small decreases in salary and benefits due to our current staffing as well as professional services. The budget shows increases in out-of-state travel, utilities and other operating expenses. Amounts are identified in the Notes section of the proposed FY 18 document. The overall budget decreased by \$22,445.

Executive Committee — Agenda Item 9
Expected Action:

The Executive Committee will review the information provided and may recommend Council approval.

Council — Agenda Item 7.
Expected Action:

The Council will consider Executive Committee recommendations on the budget.

TCDD Proposed Fiscal Year 2018 Budget

Revenues and Expenses	Approved FY 2017 10/16 – 9/17	Proposed Administrative FY 2018 10/17 – 9/18	Proposed State Plan FY 2018 10/17 – 9/18	Variance	Notes
Federal Allotment	\$4,802,026	\$4,802,026	\$4,802,026	\$0	1
Total Revenues:	\$4,802,026	\$4,802,026	\$4,802,026	\$0	no data
Administrative Operations Expenses:	17 Full-time Employees (FTE)	17 FTE	17 FTE		
Salaries	\$1,123,791	\$217,969	\$871,878	-\$33,944	no data
Benefits	\$400,971	\$120,991	\$259,578	-\$20,402	
Professional Services	\$100,462	\$90,850	\$0	-\$9,612	2
Out-of-State Travel	\$13,500	\$4,300	\$17,200	\$8,000	3
In-State Travel	\$60,750	\$12,150	\$48,600	\$0	3
Supplies	\$12,000	\$12,000	\$0	\$0	
Utilities	\$32,000	\$50,000	\$0	\$18,000	4
Rent, Building, Space	\$69,989	\$13,998	\$55,991	\$0	5
Rent, Computers, Equipment	\$40,000	\$8,000	\$32,000	\$0	6
Capital Expenditures	\$0	\$0	\$0	\$0	
Other Operating Expenses	\$105,317	\$96,664	\$24,166	\$15,513	7
Total Operating Expenses:	\$1,958,780	\$626,922	\$1,309,413	-\$22,445	
Administration Reimbursement To TEA	\$50,000	\$50,000	\$50,000	no data	no data
Available for Grants	\$2,793,246	\$2,815,691	\$2,815,691	\$22,445	
Total Expenses:	\$4,802,026	\$4,802,026	\$4,802,026	\$0	no data

NOTES:

1) Estimated Funding for FY18

2) Auditor — \$40,000; Desk Audits — \$9,000; Legal Services — \$3,000

Attendant Care — \$7,000; Review Panelist — \$4,500; Interns — \$9,000; Web Hosting — \$10,000;

DD Suite — \$5,850; and IT Services with TEA — \$2,500.

3) Travel Council: In-State — \$36,350, Out-of-State — \$9,950; Travel Staff: In-State — -\$24,400; Out-of-State — \$11,550.

4) Utilities — \$7,740; Telecommunications — \$16,260; Dedicated Server — \$26,000.

5) Rent-Building and Space: Office and Storage Space — \$49,989; Quarterly Council Meeting Rooms — \$20,000

6) Rent Machine: Rental of laptops — \$10,745; Quarterly Council AV rental — \$24,719; Rental of copier — \$4,536.

7) Other OE: NACDD Dues — \$22,000; Printing, Registration, Publications, Maintenance and Repair, Postage, Cleaning, Delivery, Advertising, Interpreter / translator, Security, Furniture and Equipment, Software, and Awards — \$98,830.